



## Records Review: Waste Collection and Removal

*Use this worksheet to record information on how solid waste is removed from your facility and to estimate the total amount paid for waste removal services.*

Company records (including waste hauling contracts, maintenance and operating logs, and waste removal *records*) *will be* the primary sources of information needed to complete this worksheet. Maintenance staff or contractors also might be able to provide information.

This worksheet measures current costs of "onsite waste collection" and "offsite waste removal" Waste collection involves gathering trash from individual offices and taking it to an onsite collection area such as a dumpster. Waste removal involves shipping the waste off site for disposal. In addition, this worksheet is designed to help you calculate waste removal costs whether you pay a flat fee for this service or are charged per pull. A flat fee is a rate charge for waste removal service that remains constant over a specific period of time (such as a year) regardless of fluctuations in the amount of waste generated. A *per pull charge* is a fee paid each time waste is hauled from a *company*.

If waste removal practices vary significantly among buildings, or if different waste contractors are used, record the information separately for each building in your company, copying this worksheet as needed.

# B Records Review: Waste Collection and Removal

Building:	Department:
Name of Contact:	
Telephone Number:	

## 1 Onsite Waste Collection

**A Name of Waste Collector:** \_\_\_\_\_  
**Telephone Number:** \_\_\_\_\_  
**Check One:** ☐ Maintenance Staff ☐ Maintenance Contractor

**B. Collection Schedule:**  
 \_\_\_\_\_ times per \_\_\_\_\_ (day/week)

**C. Annual Cost of Waste Collection (if maintenance contractor)**

If waste collection is performed by a maintenance contractor and the fee for this service is not included in rent, use this formula to calculate the annual cost. If waste collection is performed by in-house staff, go to step I-D.

_____	+	_____	=	\$ _____
Annual payments to maintenance contractor		Waste container rental fee, if any		Annual Cost of Waste Collection

**D. Annual Cost of Waste Collection (If maintenance staff)**

If waste collection is performed by in-house staff, calculate the costs below. When filling in hourly rate, be sure to calculate wage rate plus overhead including benefits. (In many businesses, a factor of 1.3 is often used. For example, for an employee earning \$10.00/hr, use an hourly rate of \$13.00.)

Collection personnel:

_____	X	_____	X	_____	X	52 =	_____
Number of employees		Hourly rate		Hours per week spent on waste collection			Annual cost

_____	X	_____	X	_____	X	52 =	_____
Number of employees		Hourly rate		Hours per week spent on waste collection			Annual cost

**=** \_\_\_\_\_  
**Total annual labor cost**

If applicable, add:

_____	per	_____	X	_____	=	_____
Waste container(s) rental fee		Time period		Time periods per year		Annual waste container rental cost

_____	+	_____	=	\$ _____
Total annual labor cost		Annual waste container rental cost		<b>Annual Cost of Waste Collection</b>



# Records Review: Waste Collection and Removal

## 2 Offsite Waste Removal

**A** Name of Waste Removal Company \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Contract Expires: \_\_\_\_\_

### B. Removal Schedule

Number of times \_\_\_\_\_ per (day/week/month/other) \_\_\_\_\_

Day of week: \_\_\_\_\_ Time(s): \_\_\_\_\_

Day of week \_\_\_\_\_ Time(s): \_\_\_\_\_

### C. Waste Removal Charge *(if charged as flat fee or part of rent)*

_____	+	_____	=	\$ _____
Waste removal fee		Time periods per year (if applicable)		Annual Waste Removal Charge

### D. Waste Removal Charge by weight or Volume

_____	per	_____	x	_____	=	_____
Waste removal charge		Unit of weight or volume		Units of waste removed annually		Annual waste removal charge

If applicable, add:

_____	per	_____	x	_____	=	_____
Hauling container(s) rental fee		Time period		Time periods per year		Annual waste container rental cost

_____	+	_____	=	\$ _____
Annual waste removal charge		Annual waste container rental cost		Annual Waste Removal Charge

### E. Waste Removal Charge *(if charge per pull)*

_____	x	_____	=	_____
Charge per pull		Pulls per year		Annual waste pulling charge

If applicable, add:

_____	per	_____	x	_____	=	_____
Hauling container(s) rental fee		Time period		Time periods per year		Annual waste container rental cost

_____	per	_____	x	_____	=	_____
Tipping fee		Unit of weight or volume		Units of waste removed annually		Annual tipping fee

_____	+	_____	+	_____	=	_____
Annual waste pulling charge		Annual waste container rental cost		Annual tipping fee		<b>Annual Waste Removal Charge</b>